## COMPLIANCE MONITORING - 2006 PHYSICAL INSPECTIONS PROCESS MAP - PAGE 1 Physical Inspection Management Agent/Owner Compliance Monitoring Asset Management Development/Tech Services Contractor Compliance Monitoring, Asset Management and Dev/Tech Services Provide Inspector Training Participants include Physical Inspection Contractor and MSHDA Staff Representatives Later Training Sessions will include Management Agents and MSHDA Asset Mgt. Staff Receives **Provides** Assignments, Development Due Dates & Assignments, Requirements Due Dates & Requirements/ Receives Schedules physical inspection by phone Notification of Physical Inspection (30 calendar days in Date advance) Accesses and Accesses and Reviews Receives Reviews Database Notification of Database Sends written Reports Physical Reports Receives confirmation of Inspection Date Confirmation of inspection to agent & Inspection Date MSHDA (30 days in advance) & enters Notifies date into database Compliance of Units to be Inspected Notifies **Notifies** (optional) Receives Compliance Notification Contractor of Units to be of Units to of Units to Inspected be Inspected be Inspected (optional) Physical Inspection Contractor Performs Physical nspection and CNA Review (if applicable) Participants include Physical Inspection Contractor, Management Agent. Designated Site Staff and Potentially MSHDA Staff (Asset Manager and/or Physical Portfolio Manager Receives Hazard Issues Hazard Notice During Notice (if applicable) Inspection (if applicable) Resolves Hazard Receives and Submits Certification of Certification of Completion Completion Receives Prepares and Receives Physica Physical Submits Physical Inspection Report Inspection Report Inspection and Letter and Letter Report and Letter Submits Physical Invoice to Inspection Processes Compliance (w/ **Process** Invoices for Copies of Continued on Payment Reports & Page 2 Letters)

## COMPLIANCE MONITORING - 2006 PHYSICAL INSPECTIONS PROCESS MAP - PAGE 2

